

RESEARCH REQUEST FORM

INFORMATION FOR THE COUNTER PLANNER

1. A Research request form must **ALWAYS** be used for any research of four or more files.
2. Submit \$62.00, minimum charge, at the time of filing this form to cover the first ½ hour of research.
3. The Senior Records Clerk **OR** Public Information Planning Technician will contact the applicant regarding additional fees due when the research is completed. **PLEASE DO NOT** make an estimate concerning cost.
4. In most cases, a research request is completed within **two** or **three** business days.

APPLICATION INFORMATION

Applicant's Name:		Date of Request:
Company name (if applicable)		Daytime Telephone #:
Counter Planner:	Current Project Manager:	Fax Number #:
Assessor's Parcel Number(s):		
Location/Address:		Council District:
Permit Number(s):		Development Name:
Specific Information Requested:		

CHARGES

<ul style="list-style-type: none"> RESEARCH REQUEST: \$62.00 first ½ hr. then \$31 per ¼ hr 	Staff/Research Time: Total staff time _____ hrs. = \$ _____ Amount to be collected: = \$ _____	
	Completed by _____ Date of Completion: _____	
Notes: _____ _____ _____		